ESS Change/Delete Leave Request

Purpose   Use this procedure to change or delete a leave request that has been submitted to your supervisor.

(i) Leave may be submitted up to 30 days after it was taken (past), or up to 12 months in advance of taking it (future).   For anything prior to that contact your payroll or time and attendance office for assistance.

⚠ **Read the following scenarios to determine how to submit a leave request. These examples are based on a work schedule of M-F, 8am to 5pm.**

Scenario one (consecutive full shifts): John is taking three days of leave (24 hours). Since the timeframe covers his entire work schedule over the three days, John will submit one leave request.

Scenario two (multiple partial shifts): John left work at 4pm on Wednesday and returned to work at 9am on Thursday. The total amount of leave taken is two hours. Since the time crosses over two days, but *is not for the entire shift*, John will need to submit two leave requests.

Scenario three (scheduled work hours): John is taking two hours of sick leave and using two hours of compensatory time on the same date. Since John is using two different types of leave he will need to submit two leave requests. ESS will provide an error message if the combined time of the leave slips exceed John's scheduled work hours for that day.

Helpful Hints

(i)   Employee Self Service is available to employees who are paid through the State of Washington's central payroll system. ESS does not apply to employees of higher education institutions.

(i)   You can go directly to the portal from any supported internet browser by entering this web address: https://wahrms.wa.gov. Depending on your operating system, the supported browsers are: Microsoft Internet Explorer 6, 7 or 8 and Mozilla Firefox 3.6. Other browsers may work, but they are not supported.

(i)   When Department of Personnel is processing payroll you may receive a "System unavailable, please try again in 1 hour." error. If you receive this message during the noon hour, wait about 15 minutes and try your request again. If any other time, it could take up to an hour before you are able to submit your leave request.
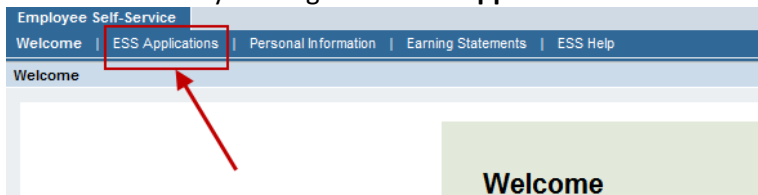
Procedure

1. Start all ESS actions by logging into the Washington State HRMS Portal.
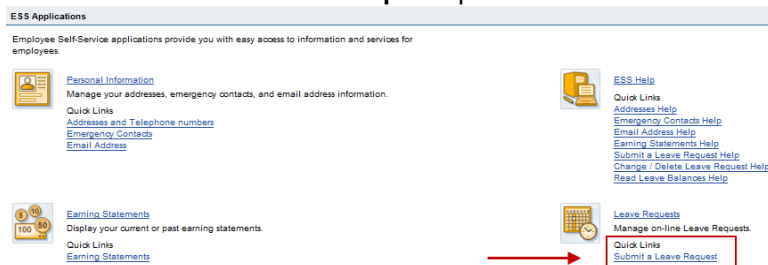

 For help logging in see the "Logging In" procedure.

2. Start the action by clicking on the **ESS Applications** tab.

3. Click on the **Submit a Leave Request** quick link.

4. Click on the **Show Overview of Leave** link.

5. Click the blue box to the left of the leave request you want to change or delete.

⚠️ A leave request can be changed at any time. You can delete a request without supervisor approval until it is in **Approved** status. Once a leave request is in **Approved** Status you will need to request a deletion and the supervisor will need to approve the request for the deletion.

ℹ️ **Should I delete a leave request that was rejected by my supervisor?** No. The rejected leave request will display in your *Overview of Leave* for historical reference. You may **Change** the request as needed.

ℹ️ **I tried to change/delete an approved leave request that spans over multiple dates and submit two requests over the same timeframe, why did I receive an error?** In order for this to process correctly, submit the first leave request and have it approved by your supervisor. Once you receive an email notification that the leave request is processed, you will be able to submit the second (or any additional) leave request(s).

6. Verify that you have selected the correct leave request and click the **Change** or **Delete** button.

   To delete a leave request click on the delete button. Review the request to ensure you have selected the correct entry to delete. If you selected the wrong record, click the **Previous Step** button to reselect. If everything is correct, click the **Delete** button, then go to **step 10.**

   You have selected the following leave request:

Type of Leave:	Vacation Leave
Date:	5/25/2011
Duration:	8 Hours (Partial hours may only be entered in increments of tenths of an hour)
Start Time:	8:00 am
End Time:	5:00 pm
Used:	Vacation Leave: 8.00 Hours
Approver:	GREEN JACKSON N
Previous Notes:	Using Vacation Leave in lieu of Sick Leave. 05/13/2011 14:53:31 ROBERT SPENCER P Using Vacation Leave in lieu of Sick Leave.

   Previous Step Change Delete

7. To **change** the leave request complete the following fields as needed. In this example we are changing the *To* date from 11/26/2020 to 11/30/2010 which will change the duration hours to 45 hours of leave requested.

   Important Notice about employee's with a 24/7 work schedule. They **MUST** submit **SEPARATE REQUESTS** for **EACH DAY** of leave taken. If a single request for multiple days is submitted, ESS will display the error "A separate leave request is required for each day."

R=Required Entry O=Optional Entry		
Field Name	**R/O**	**Description**
Type of Leave	R	Type of leave the employee is requesting. Remember to follow your agency's leave procedure when submitting a request. Consult with your Human Resources office or Supervisor when using Shared Leave or Leave Without Pay. **Example**: Vacation Leave
Date	R	Enter the date for which leave began. **Example**: 06/20/2011

To	R	Enter the date for which leave ends. ⚠️ See the scenarios at the beginning of the procedure to determine when you should submit a single or multiple leave requests. The leave request may not exceed your scheduled work hours. **Example**: 06/20/2011
Duration	R	Enter the number of hours or partial hours of leave taken. <table><tr><th>Minutes</th><th>Tenths</th></tr><tr><td>1-6</td><td>.1</td></tr><tr><td>7-12</td><td>.2</td></tr><tr><td>13-18</td><td>.3</td></tr><tr><td>19-24</td><td>.4</td></tr><tr><td>25-30</td><td>.5</td></tr><tr><td>31-36</td><td>.6</td></tr><tr><td>37-42</td><td>.7</td></tr><tr><td>43-48</td><td>.8</td></tr><tr><td>49-54</td><td>.9</td></tr><tr><td>55-60</td><td>1.0</td></tr></table>❌ • If submitting a leave request that exceeds scheduled workhours an error message will display. • If submitting a leave slip for one day, the hours entered here will be accepted as keyed as long as they do not exceed your scheduled work hours for that day. Employee's with a 24/7 work schedule **MUST** submit **SEPARATE REQUESTS** for **EACH DAY** of leave taken. If a single request for multiple days is submitted, ESS will display the error "A separate leave request is required for each day." **Example:** 9
Start Time	R	The start time of the leave taken. **Example: 7**:30 AM
End Time	R	The end time of the leave taken. **Example:** 5:00 PM
Approver	R	Your approver will automatically be populated in this field. You cannot change this field. **Example:** ROBERT SPENCER P

Note for Approver	O	Additional text the approver may require. ![info] A note is not required. **Example:** Took all day off instead of only 4 hours.

Change the leave request to suit your requirements and choose Review.

Type of Leave:	Vacation Leave
Date:	6/20/2011 To 6/20/2011
Duration:	9 Hours (Partial hours may only be entered in increments of tenths of an hour) ← **Changed Duration to 9 hours**
Start Time:	730 am
End Time:	500 pm
Used:	Vacation Leave: 4.00 Hours (Original request)
Approver:	ROBERT SPENCER P
Note for Approver:	Took all day off instead of only 4 hours.

◀ Previous Step | Review ▶

8. Click the **Review** button to review the leave request before sending.

9. **Review and Send**
   Review the entries made to ensure they correctly reflect your intended request. If you need to make a correction, click the **Previous Step** button.

   ![info] This is an example of the Type of Leave field is being changed.
   If the **leave type** is being changed, the *original* leave type and hours will display under the **used** field until the new leave type has been **approved**.

   In this example:
   An employee submitted a leave request for **Sick Leave** for 2 hours, yet changed their request to **Inclement Weather**:

Because the request has not yet been **approved** the original request of **Sick Leave** for 2 hours displays in the **Used** field.

If everything is correct, click the **Send** button.

10. **Completed**
You have submitted a change or deleted your **Leave Request**.

11. You have completed the action. If you want to request another absence, click the **Request Another Absence** link or **Log-off** of ESS.

ℹ️ After your leave request has been approved it will be posted to the state's payroll system (HRMS). Department of Personnel processes leave requests every 15 minutes and uses the employee's work email account to send a notification whether the request was approved or rejected.

From:	TIDALSAP <TIDALSAP@wa.gov>
To:	
Cc:	
Subject:	Your leave request has been processed

Your leave request(s) has been processed. To view your leave account, visit the leave request application at Employee Self Service (https://wahrms.wa.gov/).

Approved Requests:

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Requester : MASON LILY K (00319438)

Request: Vacation Leave, 06/20/2011 - 06/20/2011
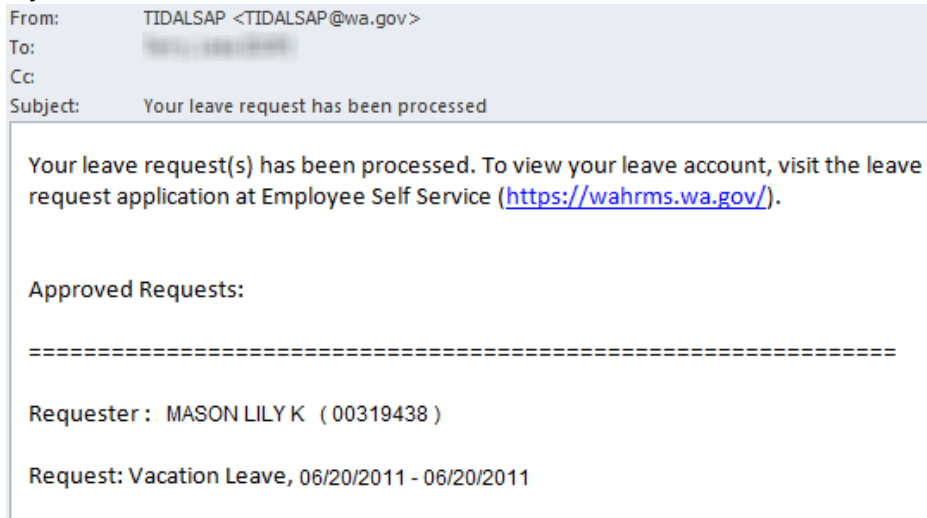
⚠️ **Logging out correctly is important.** When you are done working in ESS, exit the program by clicking on the "**Log off**" link in the upper right-hand corner of any screen. This permits the web browser to shutdown securely, protecting your personal information. **DO - -NOT** shutdown ESS by clicking on the "**Close X**" in the upper right-hand corner of the screen. This does not close your session down securely.